

# 2015-16 Teacher Student Data Link (TSDL)

## End-Of-Year Checklist

\_\_\_\_ Verify that you have submitted the student's course with the correct **Subject Area Code** and **Course Identifier Codes** in the TSDL, and that you have aligned these with the correct assignment code in the REP.

\_\_\_\_ Refer to the REP Crosswalk for reference:

[http://www.michigan.gov/documents/cepi/REP\\_crosswalk\\_346317\\_7.xls](http://www.michigan.gov/documents/cepi/REP_crosswalk_346317_7.xls).

\_\_\_\_ Verify that your **Migrant Students** have TSDL courses reported.

\_\_\_\_ Review the Migrant Student List in MSDS, all migrant students should be submitted in your TSDL collection.

\_\_\_\_ Make sure you have reported the **correct PICs** in the TSDL, these should correspond with your REP submissions.

\_\_\_\_ Make sure that you have submitted correct, unique **Local Course ID and Course Section IDs**.

\_\_\_\_ Make sure you have reported all **Early Middle College** students in TSDL.

\_\_\_\_ Review the Program Participation Report Drill Down with code "3500". All students submitted with this code must have all courses submitted in TSDL. If a student was incorrectly submitted with code "3500", submit an SRM without the code to remove that flag on the student's record.

\_\_\_\_ Please review your district **64B Claim Form** and ensure that all students submitted for incentive funds have the corresponding course reported in TSDL. The course name submitted on the claims form must be an exact match to the **Local Course ID and Local Course Title** in the TSDL.

\_\_\_\_ Make sure all your **Dual Enrollment students** are submitted with Course Type "07-Dual Enrollment/Early Middle College" or "10- 64B Dual/Concurrent Enrollment Course". If there is a PIC, you will want to use code 10, and if there is no pic, you will want to use code 07.

\_\_\_\_ Make sure you have reported students in **Advanced Placement (AP), International Baccalaureate (IB), or Virtual** program courses.

\_\_\_\_ Review Student Roster Lists in MSDS and local records.

\_\_\_\_ Make sure your **EEM** reflects accurate building educational programs: **Virtual, Early Middle College and International Baccalaureate**.

\_\_\_\_ For **Virtual Courses** include Mentor PIC to identify mentor teacher. Mentor teachers should be certified teachers. Mentor teachers may be un-certificated if the Teacher of Record is a certificated teacher.

Refer to the CEPI TSDL Web page for additional resources:

[http://www.michigan.gov/cepi/0,4546,7-113-986\\_50502\\_57560---,00.html](http://www.michigan.gov/cepi/0,4546,7-113-986_50502_57560---,00.html),

TSDL CEPI Helpful Hints:

[http://www.michigan.gov/documents/cepi/CEPI\\_Helpful\\_Hint\\_TSDL\\_Reporting\\_528289\\_7\\_528820\\_7.pdf](http://www.michigan.gov/documents/cepi/CEPI_Helpful_Hint_TSDL_Reporting_528289_7_528820_7.pdf).